DEFINITIONS: (Effective 9/9/02)

The Office of Human Resources commonly uses the following definitions. They have not been adopted as an official part of the Saint Paul Civil Service Rules. These forms may be revised or deleted at management's discretion. Please see Section 2 (Definitions) of the Saint Paul Civil Service Rules for additional terms that have been defined and adopted as part of the Rules

(Click here to go to Civil Service Rules, Section 2, Definitions)

- 1. **Applicant**: An individual who has filled out and submitted an employment application for one or more vacancies for which an exam has been announced. An applicant may be accepted conditionally.
- 2. **Appointed Position**: An unclassified appointment. Generally taken to mean appointed by Mayor and requiring confirmation by City Council.
- 3. **Appointment Date**: Date of the official confirmation of selection of an individual from an eligible list. This is the employee's seniority date for persons appointed (hired) prior to July 1, 1995.
- 4. **Candidate**: An approved applicant who has appeared for and taken all or part of an employment examination.
- 5. **Calendar Day**: Any day of a month including holidays and weekends.
- 6. **Certified**: Passing the civil service test high enough to be considered for appointment (considered for hire) to a classified title under the civil service rules.
- 7. **Certify**: A process of the Office of Human Resources of sending or authorizing a name or names of person(s) to an appointing authority to fill a vacancy. The candidate(s) certified has taken and passed an employment examination and may be selected from either a promotion or an open eligible list, in accordance with these Rules.
- 8. **Charter**: City Charter of the City of Saint Paul.
- 9. **City**: City of Saint Paul, Minnesota
- 10. **City Council or Council**: City Council of the City of Saint Paul.
- 11. **Civil Service Examination**: Test given in conformance with Civil Service Rules as a result of a job announcement that may result in a list of eligibles. An eligible list shall be established for those who have passed the examination.
- 12. **Class Specification**: A description of a class of positions which consist of elements such as: title of the class, a general statement of duties, statement of the type and level of supervision received and exercised, statement of typical duties performed, statement of knowledge, skills, abilities, and other characteristics that are essential to the position, and statement of minimum qualifications.
- 13. **Classified Employee**: An employee who has taken a Civil Service examination and has been hired from a Civil Service eligible list.
- 14. **Condition**: The policy of accepting an incomplete or partial application which is missing documentation required from an applicant such as credentials, papers, certificates, licenses, diplomas, etc. which may allow that applicant to participate in the examination process but is insufficient or inadequate for full approval by the Office of Human Resources prior to certification or appointment. Condition may be removed only after full disclosure of proof of meeting the requirement.

- 15. **Continuous Service**: Service which begins as a regular classified employee and is any one or any combination of the following without a break in service: (a) service in the classified or unclassified service including as an elected official, (b) service in the classified or unclassified service immediately followed by a period of employment on a temporary or provisional basis, (c) a period of an authorized leave of absence without pay, or (d) any period during which an employee is suspended from his or her position pursuant to these Rules. Breaks in continuous service shall include lay-off, unless reinstated within two years, resignation, discharge and retirement.
- 16. **Disabled**: For the purpose of these Rules, shall be defined using the federal government's definition of a disabled person based upon the definition contained in the Americans with Disabilities Act (ADA).
- 17. **Division**: Shall be defined as each of the City Departments or Offices as specified in the City Charter or Administrative Code.
- 18. **Eligible**: A person who has taken and passed a Civil Service examination and, as a result, has been placed on an eligible list of the classification for which the person has been tested.
- 19. **Employment Date**: First date employee actually reports to work and begins working. This date may be distinct from date of appointment for those persons hired prior to July 1, 1995.
- 20. **Examination**: A selection instrument used to measure a candidate's knowledge, skills, and abilities necessary to successfully perform the duties of a position.
- 21. **Final Examination Score**: Final rating attained by a candidate as a result or participating in the overall examination process. In addition to a direct examination rating, it may also include points for seniority and veteran's preference that are added to the scores of candidates who pass the examination. The Final Examination Score shall be used to determine ranking on an eligible list.
- 22. **Fiscal Year**: United States IRS payroll reporting year.
- 23. **Full-time Employee**: Employee who is regularly assigned to work at least 32 hours per week or at least 64 hours per pay period.
- 24. **Human Resources**: Office of Human Resources
- 25. **Illness**: Includes, but is not limited to, incapacity of an employee to perform regularly assigned duties due to medical reasons.
- 26. **Lay-off**: Reduction of work force due to lack of work or funds.
- 27. **Longevity**: Length of service. Any continuous service including any unbroken previous service as a Provisional employee. Non-certified provisional service is considered for earning benefits, but not promotion or layoff rights.
- 28. **Non-Represented**: Not represented by a certified bargaining unit (union). May or may not be a classified employee.
- 29. **Number of Eligibles on a List**: For the purpose of determining the number of eligibles on a list, the number shall be determined at the time a new list is established and shall include only those new persons who took and passed the most recent examination and are placed on that list, in accordance with these Rules.

- 30. **Open/Competitive Examination**: Also referred to as an "original entrance" examination. Civil Service test open to any individual who meets minimum requirements. However, unlike some other jurisdictions, if a promotion employee takes and passes an open/competitive test, the City promotion employee must be hired before anyone on the open/competitive list. This is often referred to as "absolute preference".
- 31. **Open Eligible List**: List of one or more eligibles that contains no eligibles with promotion status, any of whom may be appointed to a classified position.
- 32. **Open Examination**: Examination that is open to all applicants who meet the minimum qualifications.
- 33. **Part-time Employee**: Employee who is regularly assigned to work less than 32 hours per week or less than 64 hours per pay period.
- 34. **Pay-Step**: Salary amount within a salary grade or range.
- 35. **Performance Appraisal**: Structured process of evaluating an employee's job performance by the employee's supervisor.
- 36. **Probation**: Specified period of time after appointment, promotion, reinstatement after resignation, voluntary reduction, or transfer, during which the employee is evaluated to determine if he or she is successfully performing the job duties to which the employee has been assigned.
- 37. **Promotion Employee**: A certified regular employee with two calendar years of certified regular service who has worked a total of 2080 regular certified hours and is testing for a position with higher maximum pay.
- 38. **Promotion Examination**: Examination that is open to all classified applicants who meet the minimum qualifications and enter an examination on a promotion basis as defined in the Rules under promotion requirements.
- 39. **Promotion List**: List of persons who has promotion rights and who have passed a promotional examination for a City of Saint Paul.
- 40. **Promotion Rights**: Promotion candidates on an eligible list shall be appointed before non-promotion candidates on an eligible list for the same title.
- 41. **Protected Class**: In Saint Paul individuals in three Groups are designated as protected class. They are Women, Persons of Color and Individuals with a Disability. In jurisdictions other than Saint Paul, other additional criteria may be used such as age over a certain age, veteran's status Vietnam era, etc.
- 42. **Provisional Employee**: A Provisional employee has not been certified from an eligible list based upon test score. Is eligible for benefits.
- 43. **Reach Out**: Applies only to open/competitive examinations. This is a certification process which certifies for each vacancy the top three scorers, and if the top three protected class scorers are not included in the top three scores, the top three scoring Women, the top three scoring Persons of Color, and the top three scoring Disabled Persons will be certified. Under the Rule of Three Reach Out, two more eligibles in each group are always certified than the number of vacancies. For example, 10 vacancies would result in 12 persons being certified from each Group. Note: If the eligible list has 20 or less names, anyone on the list may be reached based on the Reach Out. If the list has more than 20 names, only the top scoring 45 percent may be reached. For example, if there are 100 names, only the top 45 eligibles may be reached based on the Reach Out provisions.

- 44. **Reallocation**: Promotion of an incumbent without further competitive examination to a classified position when such position has been allocated to a higher class because of changes in job duties and responsibilities and meets the criteria established in the Civil Service Rules.
- 45. **Reassignment**: Moving an employee from one position to another within a division with no change of title. Involves an intra-division move only.
- 46. **Reduction:** Voluntary or involuntary assignment of an employee to either a lower title or to a lower rate of pay. Does not include reassignments that involve premium pay or pay differentials.
- 47. **Regular Certified Employee**: An individual who takes and passes a civil service test, and has a high enough score to be certified (considered for appointment) and is appointed to a position in the classified service.
- 48. **Regular Employee**: An employee who holds a classified title after being certified and appointed from an eligible list and has started working.
- 49. **Reinstatement**: Re-appointment of an employee to a position in their former classification or to a classification to which they could be appointed as defined in the Rules following a resignation, lay-off, leave of absence, or reduction.
- 50. **Reinstatement List**: Name or names of current or former employees who shall be considered for reinstatement or re-employment after a resignation, layoff, or leave of absence.
- 51. **Rule of Three**: For every vacancy a total of three names are certified plus ties, and plus the reach out names for open/competitive examinations. Any person certified may be appointed, regardless of rank or score on the civil service test. Under the Rule of Three, two more eligibles than the number of vacancies are certified.
- 52. **Rules**: Civil Service Rule or part of a Civil Service Rule being referred to.
- 53. **Salary Index**: Listing of all titles and associated salaries or rates of pay, which may also include primary benefits.
- 54. **School District**: Independent School District #625 City of Saint Paul Board of Education.
- 55. **Sworn Uniformed Group**: Police or Fire fighting employees who are authorized to wear clothing approved and authorized by the city (a uniform) and are authorized to perform their job duties only after they have taken an oath of office before appropriate official(s).
- 56. **Title**: Shall mean class.
- 57. **Temporary Employee**: Non-certified employee who is appointed to fill a position on a non-permanent basis of limited duration. Used in cases of temporary work.
- 58. **Transfer**: Movement of an employee between City Divisions without a change of title.
- 59. **Unclassified**: Serves at the will and pleasure of an appointing authority. Has no "rights" to the position. Are not covered by civil service rules in all cases unless by reference. Are not "civil service" employees in the sense that they do not get appointed as a result of going through the formal civil service application, testing, and certification (appointment) process as outlined in the City civil service rules as adopted by the City Council. In most cases, but not in all cases, these persons are in the non-represented group.

- 60. **Underrepresentation**: A condition that exists at any given time when the percentage of each protected-class group within the overall work force for the City of Saint Paul are below the City's goals for each protected-class groups as contained in the City's adopted Open Opportunity Program Action Plan/Affirmative Action Plan (OOPAP/AAP).
- 61. **Underutilization**: A condition that exists at any give time when the number of protected-class members employed in the job categories is fewer than the number of qualified protected-class members that would be reasonably expected to be employed by the availability in the relevant labor market areas, based upon census data and formation as contained in the City's adopted Open Opportunity Program Action Plan/Affirmative Action Plan (OOPAP/AAP).
- 62. **Veteran's Preference**: A state law which adds five (5) points to a qualified veteran's passing score and ten (10) points to a score of a disabled veteran. Provisions of the law apply to both Open/Competitive and Promotion Examinations, but as a practical matter the impact is almost exclusively on Open/Competitive examinations.
- 63. **Working Day**: Day when City offices are normally open for business. Does not include weekends or declared holidays; however, this may vary for employees working in divisions with shift work.

(This summary is intended only to highlight key provisions of frequently used terms and rules. Complete rules and applicable state statutes are available upon request in the Office of Human Resources).

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

The payroll person in your department

or

Human Resources (651) 266-6500